



## UNITED STATES MARINE CORPS

Marine Forces Reserve, FMF, USMC  
4400 Dauphine Street  
New Orleans, Louisiana 70146-5400

# ORIGINAL

ForO 11320.2  
BOS

21 MAY 1996

### FORCE ORDER 11320.2

From: Commander  
To: Distribution List

Subj: FIRE PREVENTION PROTECTION PROGRAM

Ref: (a) 29 CFR 1910.38 (OSHA) Labor  
(b) NAVMC 2692 (Unit Safety Program Management) Pamphlet;  
Information Concerning Billeting

Encl: (1) Principles of a Fire Prevention Protection Program  
(2) Fire Inspection Guide  
(3) Hazardous Material Waste Related Spill and Emergency  
Action Plan

1. Purpose. To publish established policy, standards, and procedures for the performance of Fire Prevention and Protection Services as a function of facilities management operation under Unit Commanders of Marine Forces Reserve (MARFORRES) facilities according with references (a) and (b).

2. Cancellation. Force Order 11320.1.

### 3. Background

a. The references are the basic directives used in the establishment of MARFORRES's Fire Prevention Protection Program. The principles of a fire prevention protection program are contained in enclosure (1). Enclosure (2) provides a sample guide that was developed to assist commands in conducting their Fire Inspections. Enclosure (3) provides a guide in implementing an Emergency Action Plan.

b. The requirements of this Order are intended to be consistent with the Occupational Safety and Health Act (OSHA) of 1970, 84 Stat. 1590, and subsequent standards promulgated by the Department of Labor.

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c. Host commands shall comply with this Order explicitly, whereas tenant commands shall comply with the host Fire Protection Prevention/Emergency Action Plan directives and utilize this Order as recommended guidance in conjunction with the host directive. However, if the host directive is less stringent, this Order will be used for Fire Protection Prevention Program for Marine Corps spaces.

4. Action. A planned Fire Prevention Protection Program shall be established at each MARFORRES activity which shall conform to the principles in enclosure (1).

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



J. R. COHN  
Chief of Staff

DISTRIBUTION: D

PRINCIPLES OF A FIRE PREVENTION PROTECTION PROGRAM

1. Programs shall be formulated for improved fire prevention and emergency action measures, which will afford maximum protection to site, material, equipment, and facilities. These programs shall be consistent with the mission of the activity as well as sound engineering and economic principles.

2. Fire protection/inspections of buildings, facilities, and other areas such as Petroleum Oil and Lubricant Storage and Hazardous Materials Storage Locker/Rooms shall be performed on a quarterly basis. This requirement does not prevent the command from conducting more frequent inspections and ensuring that immediate correction be taken when a hazard is discovered. The use of a locally developed checklist similar to enclosure (2) should assist in the design of a Fire Prevention/Protection Inspection Program.

3. An indoctrination program of all personnel (military and civilian) in fire prevention and emergency action practices shall be conducted on initial assignment to the unit and at least annually thereafter. The indoctrination shall include but is not limited to the following:

- a. Emergency Action Plan.
- b. Evacuation plans.
- c. Means of Egress.
- d. Use of Fire Extinguishers.
- e. Specific Hazardous Locations (i.e., Flammable and Hazardous Storage, etc.).

4. Proper emergency planning is an important element of the safety and health program. It minimizes personnel from exposure, injury and protects the environment from further damage. The standard dictates that the unit develop and implement a written Emergency Action Plan. The written action plan shall cover those actions

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that personnel must take in an event of a fire or spill. The Emergency Action Plan shall consist of those elements outlined in Force Order 5100.10.

5. As also required by Force Order 5100.10, Material Safety Data Sheets shall be provided to the local fire department, which in case of a fire or spill, will assist them in evaluating the situation.

6. General Fire Prevention

a. Housekeeping, the maintenance of order and cleanliness, is the basis of a fire prevention program. Such action is accomplished by disposal, limitation, and segregation of combustibles to reduce the danger of fire.

b. Combustible wastes shall be periodically collected and safely disposed of at the close of the work day. Local Fire, Environmental and Safety Regulations will dictate the means of disposal.

c. Rags and waste materials that are contaminated with oil, paints, thinner, wax, furniture polish, or any other liquid or solid material that may cause spontaneous heating shall be kept in a safe, approved metal container with a cover. These containers shall be located away from vehicles, personnel, traffic areas, and other combustibles whenever possible.

d. Sweeping compounds shall consist of noncombustible material. When used to clean up any hazardous materials or flammables, the sweeping compound shall be properly packaged, marked, and disposed of within Environmental Protection Agency (EPA) regulations.

e. Storage of flammable or combustible materials under stairways, closet spaces, attic spaces, and boiler rooms is prohibited.

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f. Flammable liquids and other materials shall be kept in an OSHA approved flammable storage locker or room designed for this type of storage.

7. Refuse and Trash

a. Trash and refuse containers shall not be located in corridors or stairways, or placed in other locations where the ignition of the refuse or trash and the resulting gas or smoke would prevent safe evacuation of a building. Particular attention shall be given to enforcing the foregoing regulation.

b. Trash and refuse containers shall be noncombustible, metal type, and provided with metal covers. Open top wastebaskets shall be of metal or other noncombustible material.

c. Combustible trash and refuse shall not be located near buildings, structures, or outdoor storage areas and shall not be permitted to accumulate to a degree which would create a fire hazard to other property. Grass and weed control shall be exercised to preclude such material from accumulating.

8. Special Fire Prevention Measures. Combustible holiday decorations shall be removed within 7 days after the holiday. Candles will not be used on Christmas Trees and will not be placed on any combustible material at any time. When candles are used for decoration purposes, they will not be lit.

9. Means of Egress and Exits

a. No furnishings, decorations, or other objects shall be placed where they will obstruct exit signs, access to exits, egress from exits, or visibility of fire alarm pull stations or fire fighting equipment.

b. Fire exits shall be kept free of obstructions and shall be adequately lighted and clearly marked.

c. Doors which normally are kept closed to prevent the removal of unauthorized items and are used as a safe means of

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egress from a building, shall be equipped with reliable self-closing hardware and posted with signs reading "FIRE EXIT-PLEASE KEEP DOOR CLOSED."

d. In no case shall access to an exit be through a rest room or other room subject to locking.

e. Exits shall be marked by a readily visible sign. Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.

f. Any door, passage, or stairway which is neither an exit nor a way of egress that could be mistaken as a exit shall be clearly marked "NOT AN EXIT" or "STOREROOM" or similar usage notation.

g. Every exit sign shall have the word "EXIT" in plain legible letters not less than 6 inches high.

h. All exits shall discharge directly to a street or other open space that gives safe egress.

i. Exit access shall not be arranged that it will be necessary to travel toward any area of hazard in order to reach the nearest exit.

j. Consideration shall be given to the path of egress so that the path to the rally point will not cross the path of incoming emergency equipment whenever practical.

#### 10. Welding and Cutting

a. Where welding or cutting is performed, combustible material shall be adequately protected from ignition by flame, sparks, hot slag, convection, or conduction of heat.

b. Class D and a Class ABC fire extinguisher shall be located near the operation ready for use.

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c. When welding or cutting must be performed in close proximity to combustible material, a fire watch shall be continuously maintained during and up to 1/2 hour after hot work has been completed to detect and extinguish possible smoldering fires.

d. After a job has been completed, the area shall be thoroughly inspected to detect any fire or smoke.

#### 11. Flammable/Hazardous Materials Storage Areas

a. At least one class ABC portable fire extinguisher shall be located outside of, but not more than ten feet from the door opening or entrance of any room used for storage of flammables or hazardous materials.

b. Materials which will react with water shall not be stored in the same room/locker with flammables or combustible liquids. Class A fire extinguishers shall not be a primary or secondary extinguishing media.

c. In locations where flammable vapors may be present, precautions shall be taken to prevent ignition. Examples of such controls include spark protection, no smoking warning signs, the prohibition of open flames and the requirement for proper ventilation prior to entry, etc.

#### 12. Fire Drill

a. Each Marine Corps Reserve activity shall hold fire drills in its assigned buildings. Drills shall be conducted as often as the command considers necessary, but not less frequently than once every 6 months.

b. At least one of the two required drills shall be performed on a drill weekend or during a period when a majority of the SMCR personnel are present.

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c. The Unit Commander should be present during the required fire drill for (SMCR) personnel. If the Unit Commander is unable to be present, a designated representative shall be appointed to oversee the fire drills.

d. A written memo shall be maintained in the safety files stating the following:

- (1) Date and time of drill.
- (2) Number of active duty personnel present.
- (3) Number of SMCR personnel present.
- (4) Senior Marine/or designated command representative present.
- (5) Person(s) conducting drill.
- (6) Total time required to evacuate facility.
- (7) Remarks dealing with problems found and corrective action implemented.

### 13. Fire Bill/Evacuation Plan

a. A Fire Bill (NAVFAC Form 3-11320/9 or equivalent) and an Evacuation Plan shall be published by each activity. The Fire Bill and Evacuation Plan shall be posted conspicuously next to telephones, bulletin boards, and other strategic locations throughout the activity.

b. The Fire Bill shall provide the telephone number of the nearest fire department, list the unit's location, as well as, legible and brief instructions to be followed in case of fire.

c. The Evacuation Plan shall consist of a diagram of the floor plan of the building listing the following:

- (1) Primary and secondary avenues of egress.

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(2) Location of fire extinguishers and related fire fighting equipment.

(3) Location of fire alarm boxes/switches.

(4) High or unusually hazardous areas.

(5) Location of rally point where all personnel are to assemble after evacuation.

d. The Evacuation Plan shall be reviewed when the following situations occur:

(1) The facility is modified.

(2) A change is made to the type or location of fire protection equipment or alarm system.

(3) New potential fire hazards are identified.

(4) On an annual basis.

#### 14. Smoke Detectors in Billeting Areas

a. Personnel will not be billeted in any facility that does not have smoke detectors. The only exception to this is when a fire watch is posted from 2200-0530.

b. When smoke detectors are used, they shall be maintained and when necessary, replaced. Power supplies for smoke detectors shall be checked on at least a semi-annual basis.

c. Smoke detectors shall not be located near exhaust vents, air returns, or any area where the air flow will prevent the smoke detectors from operating properly.

15. Fire Extinguishers. Where fire extinguishers have been provided as the first line of defense, the following requirements must be met:

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a. If personnel are expected to extinguish the fire with fire extinguishers, they shall be provided with an education/training program to familiarize themselves with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

b. All portable fire extinguishers used to fight incipient stage fires shall be properly secured in the appropriate holder.

c. All portable extinguishers shall be maintained in a fully charged and operable condition.

d. Fire extinguishers shall be visually inspected monthly. An official record of the inspection will be maintained.

e. An annual maintenance inspection shall be performed by a qualified individual and records maintained of such maintenance.

#### 16. Heat Producing Equipment

a. Portable space heaters using liquid or gas fuel are only authorized for use in limited occupancy structures (warehouses, motor transport bays, etc.) and then only as specifically directed by the manufacturer.

b. Where permitted, portable electric space heaters shall have built-in thermostats and tip-over devices. All other devices shall have either a built-in pilot light or be powered from a switch-controlled receptacle with a pilot light.

c. Coffee makers, hot plates, and similar devices shall be located with adequate clearances from combustibles and shall not be operated in storage rooms, closets, or other out-of-sight places. Automatic timers shall not be used to control power supply to these devices. Power supplies shall be fuse or circuit breaker controlled.

d. The fire marshal shall maintain an up-to-date listing or location and types of heat producing equipment authorized for use. This list shall be made available to the unit Duty NCO/SNCO to

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ensure that, during the end of the work day security checks, all such equipment is turned off.

17. Appointment of a Unit Fire Marshal. A unit fire marshal shall be appointed in writing and the appointee shall make himself familiar with the references and this Order.

18. Request for Assistance. Request assistance from MARFORRES (facilities), (BOS), when Fire Prevention/Emergency Action Plan matters cannot be resolved with host activities or as required in the development of a Fire Prevention/Emergency Action Plan.

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FIRE INSPECTION GUIDE

FIRE EXTINGUISHER

1. Are all fire extinguishers visually inspected on a monthly basis?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are all fire extinguishers mounted/located and are readily accessible to personnel without subjecting the employees to possible injury?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are all fire extinguishers fully charged and in operable condition?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have all personnel, who are designated to use fire extinguishers, been trained by competent authorities?

Yes \_\_\_\_\_ No \_\_\_\_\_

ALARM SYSTEM

1. Are fire alarms tested on an annual basis to ensure they are operational?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are pull alarm stations clearly marked and readily accessible for use?

Yes \_\_\_\_\_ No \_\_\_\_\_

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3. Where used, are key alarm systems keys available to shut off alarm?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### HOUSEKEEPING

1. Are all trash cans that contain combustible waste, emptied on a daily basis?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. On trash cans that require covers, are the covers missing?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are combustibles or flammables stored in proper lockers when not in use?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are all areas kept free and clean of trash, flammables, combustibles, paints, or any other materials that could cause a fire or explosion?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### EXITS

1. Are all exits marked by a readily visible sign?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are all passage ways, stairs, or doors marked to its actual character such as "storeroom" or the like and those areas that are not exits marked "Not A Fire Exit"?

Yes \_\_\_\_\_ No \_\_\_\_\_

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3. Is every exit sign suitably illuminated by a reliable light source?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Do all exits discharge into a street or other open space that gives safe egress?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are all exits free of obstructions?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are all ways of "exit access" and the doors to exits arranged as to be clearly recognizable as such?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### WELDING AND CUTTING

1. Is a dedicated fire extinguisher on hand where welding and cutting is being performed?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are personnel, who are assigned the task of cutting or welding, trained on the proper operation of the fire extinguisher?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Prior to welding, is the area cleared of all flammables or combustibles?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Do welders ensure a screen is in place prior to welding?

Yes \_\_\_\_\_ No \_\_\_\_\_

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FIRE DRILLS

1. Are fire drills conducted on a semi-annual basis?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. During the fire drill is the Unit Commander or a designated representative present?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the municipal fire department notified in advance of the date and time of each fire and evacuation drill?

Yes \_\_\_\_\_ No \_\_\_\_\_

FIRE BILLS/EVACUATION PLANS

1. Are Fire Bills posted in plain sight with the telephone number of the responding fire department?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Does the Fire Bill have the location of the building or building number?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are personnel aware of where Fire Bills are located in conjunction to the nearest telephone?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are Evacuation Plans posted conspicuously to identify common and unusual fire hazards, to specific operation in a particular building or area?

Yes \_\_\_\_\_ No \_\_\_\_\_

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HAZARDOUS MATERIAL WASTE RELATED SPILL AND EMERGENCY ACTION PLAN

\_\_\_\_\_  
(Name of facility, location, phone #)

\_\_\_\_\_  
(Bldg # - if appl)

IN THE EVENT OF A HAZARDOUS MATERIAL/HAZARDOUS WASTE SPILL, FIRE,  
OR SIMILAR EMERGENCY, THE FOLLOWING ACTION WILL BE TAKEN:

1. FIRST, ALERT PERSONNEL IN THE IMMEDIATE AREA OF THE SITUATION/EMERGENCY AND BEGIN EVACUATION OF ANY PERSONS SUBJECT TO INJURY BY THE SITUATION. EVACUEES ASSEMBLE AT \_\_\_\_\_.
2. IMMEDIATELY NOTIFY THE LOCAL/BASE FIRE DEPARTMENT AT \_\_\_\_\_ AND PROVIDE THE DISPATCHER WITH THE BEST AVAILABLE ESTIMATE OF THE AMOUNT AND TYPE OF HAZARDOUS SUBSTANCE SPILLED; LOCATION OF THE EMERGENCY; WHETHER OR NOT ANY PERSONS HAVE BEEN OR ARE LIKELY TO BE INJURED AND ANY OTHER INFORMATION CONSIDERED HELPFUL TO THE EMERGENCY RESPONSE PERSONNEL. STAY ON THE LINE AND FOLLOW THE DISPATCHER'S INSTRUCTIONS IF SAFE TO DO SO. CONTINUE TO ADVISE THE DISPATCHER OF CHANGING CIRCUMSTANCES.
3. ASSIGN ONE PERSON TO MEET THE EMERGENCY VEHICLE AND GUIDE EMERGENCY PERSONNEL TO THE SPILL/EMERGENCY SITE. PROVIDE RESPONDING PERSONNEL WITH MSDS OF ITEMS INVOLVED IN THE FIRE/EMERGENCY.
4. BEGIN ASSEMBLING EMERGENCY SUPPLIES, EQUIPMENT, AND/OR PERSONNEL AVAILABLE AT THE SITE TO EITHER CORRECT, CONTAIN, OR ASSIST THE EMERGENCY/FIRE PERSONNEL IN SOLVING THE EMERGENCY.
5. IF THE CIRCUMSTANCES OF THE EMERGENCY PERMIT, BEGIN CONTAINMENT OF THE SPILL BY SHUTTING OFF VALVES, CONSTRUCTING EARTHEN DIKES, AND USE OF ABSORBENTS. ONLY PERSONNEL TRAINED AND AUTHORIZED BY THE UNIT COMMANDER SHALL BE ALLOWED TO ENTER THE IMMEDIATE AREA OF THE SPILL

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OR HAZARD. UPON ARRIVAL AT THE SCENE, THE FIRE DEPARTMENT WILL CONTROL ACCESS TO THE AREA.

6. UNDER NO CIRCUMSTANCES SHALL PERSONNEL UNDERTAKE ANY ACTION WHICH WOULD EXPOSE THEM TO TOXIC CHEMICALS, FUMES, AND GASES UNLESS THE PROPER PERSONAL PROTECTIVE EQUIPMENT IS AVAILABLE.

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